

MAYOR
ROGER BOURKE

TOWN COUNCIL
CAROLYN ANCTIL
JOHN BYRNE
ELISE MORGAN
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AGENDA
BUDGET COMMITTEE MEETING
ALTA COMMUNITY CENTER
10351 E HWY 210, ALTA UT
March 12, 2025
2:00 P.M.

Budget Committee Members:

Roger Bourke, Dan Schilling, Craig Heimark, Chris Cawley, and Jen Clancy

If you are interested in attending or registering to participate in this virtual meeting
please refer to the instructions on our website:

<https://townofalta.utah.gov/>

AGENDA

1. Call the meeting to order
2. Discussion and possible action to adopt the minutes of the April 16, 2024 Budget Committee meeting.
3. Discussion and possible action to adopt the minutes of the April 29, 2024 Budget Committee meeting.
4. Discussion and possible action to adopt the minutes of the November 7, 2024 Budget Committee meeting.
5. Review of the draft FY 2026 Budget
 - a) General Fund
 - b) Capital Projects Fund
 - c) Water
 - d) Sewer
6. Motion to Adjourn

Notice Provisions:

- One or more members of the Budget Committee may attend by electronic means, including telephonically. Such members may fully participate in the proceedings as if physically present. The anchor location for purposes of the electronic meeting is the ALTA COMMUNITY CENTER, 10351 EAST HWY 210, ALTA, UTAH
- Reasonable accommodations (including auxiliary communicative aids and services) for individuals with disabilities may be provided upon receipt of a request with three (3) working days' notice. For assistance, please call the Alta Town Office at 801-363-5105

MINUTES
BUDGET COMMITTEE MEETING
Tuesday, April 16, 2024, 2:00 PM
Alta Community Center, 10351 E. Highway 210, Alta, Utah

COMMITTEE MEMBERS PRESENT: Roger Bourke
Chris Cawley
Jen Clancy
Craig Heimark
Dan Schilling

ALSO PRESENT: Cameron Platt, Legal Counsel
Chris Otto, Assistance Town Manager
Mike Morey, Town Marshal

1. **CALL THE MEETING TO ORDER**

Jen Clancy called the April 16, 2024 Budget Committee Meeting to order.

2. **DISCUSSION AND POSSIBLE ACTION TO ADOPT THE BUDGET COMMITTEE MEETING MINUTES OF MARCH 29, 2024**

MOTION: Roger Bourke motioned to approve the March 29, 2024 Budget Committee meeting minutes. Dan Schilling seconded.

VOTE: All were in favor. The March 29, 2024, Budget Committee meeting minutes were unanimously approved.

RESULT: APPROVED

3. **REVIEW OF THE DRAFT FY 2025 BUDGETS**

Chris Cawley introduced the draft budget document, highlighting its availability on the website. The primary focus was a detailed review of the draft budgets including the General Fund, Capital Projects Fund, Water Fund and Sewer Fund. Cawley noted the detailed review was timely and particularly crucial with new council members present. Jen Clancy emphasized key points, such as property tax revenue remaining consistent with the previous year. Cawley elaborated on the truth and taxation process, suggesting regular reviews, ideally every other year, for better planning, a sentiment supported by Clancy.

Clancy provided insights into sales tax revenue estimation, presenting a chart detailing expense allocations by category. The committee extensively discussed capital improvement projects, emphasizing prioritization, notably the water fund and infrastructure projects like the Albion to Wildcat loop and the Hellgate eight-inch loop. Insights from Cawley and Chris Otto shed light on feasibility and funding options, considering timing and resource availability.

Salary allocations for various departments were reviewed, including performance bonuses and overtime allocations. Challenges in filling part-time positions, particularly in building maintenance, were highlighted by Cawley, who discussed strategies for addressing these issues. The conversation aimed to align budget allocations with project priorities and staffing needs.

The committee delved into departmental expenses and revenue projections for the upcoming fiscal year, with Clancy providing insights and highlighting adjustments based on past trends. Cawley discussed potential hiring strategies for specialized projects in the Planning and Zoning department, stressing the need for consulting services to address complex land use issues.

Expenditures related to civil code enforcement were reviewed, prompting discussions on modernizing software systems to streamline operations. Concerns were raised about revenue projections, especially regarding court fines and shuttle revenue, leading to discussions on potential influencing factors.

Future budget allocations and revenue strategies were deliberated upon, with Dan Schilling emphasizing the need to determine the necessity of building projects before considering revenue-raising options. Clancy mentioned the possibility of revisiting the transient room tax as a potential revenue source. The committee expressed satisfaction with the current budget proposal and underscored the importance of long-term financial planning and regular budget updates.

(Craig Heimark left the meeting)

4. **MOTION TO ADJOURN**

MOTION: Dan Schilling motioned to adjourn, and Roger Bourke seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

RESULT: APPROVED

Passed this 20th day of June, 2024

Jen Clancy, Town Clerk

MINUTES
BUDGET COMMITTEE MEETING
Monday, April 29, 2024, 2:00 PM

Alta Community Center, 10351 E. Highway 210, Alta, Utah

COMMITTEE MEMBERS PRESENT: Roger Bourke
Chris Cawley
Jen Clancy
Craig Heimark
Dan Schilling

ALSO PRESENT: Mike Morey, Town Marshal
Chris Otto, Assistance Town Manager
Molly Austin, Deputy Town Clerk

1. CALL THE MEETING TO ORDER

Jen Clancy called the April 29, 2024 Budget Committee Meeting to order. Clancy noted that the minutes from the previous meeting had not been drafted and that she anticipates a very short meeting in the near future to approve the April 16, 2024 and April 29, 2024 minutes.

2. REVIEW OF THE DRAFT FY 2025 BUDGETS

The budget committee meeting began with Chris Cawley introducing the draft budget document, highlighting its refinement over time and seeking feedback on its content and structure. Craig Heimark commended the presentation's clarity but offered detailed suggestions for improvement, particularly regarding estimates for the town shuttle and wage corrections. Jen Clancy suggested adding a column in the budget document for better clarity on revenue projections, while Mayor Bourke emphasized the significance of sales tax revenue and requested clearer labeling on certain slides. Dan Schilling highlighted the importance of graphical representations for better understanding.

The committee discussed the stability of revenue growth over the past decade and examined pie charts illustrating revenue distribution. Mayor Bourke raised questions about government administration expenses, prompting a discussion on defining and categorizing such costs. They also reviewed revenue projections, focusing on sales tax estimates and adjustments made to the resort tax calculation for better accuracy. There was acknowledgment of the importance of closely monitoring legislative changes that could impact revenue sources, particularly sales tax.

Mike Morey and Chris Otto referred to a Department of Justice grant opportunity they were perusing to fund a new police officer position. The conversation also covered various infrastructure and service-related budgeting topics. Updates were provided on water and sewer projects, including delays and the importance of aligning projects with consultant recommendations. There was consideration for consolidating town structures geographically and budgeting for future building replacements. The committee discussed the need to increase the capital fund for future building replacements and the prioritization of projects based on cost-effectiveness and necessity.

Overall, the meeting aimed to refine the budget presentation for the upcoming town council session, incorporating feedback and ensuring clarity in conveying financial information while also addressing various infrastructure and service-related budgeting needs and challenges.

3. **MOTION TO ADJOURN**

MOTION: Dan Schilling motioned to adjourn, and Jen Clancy seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

RESULT: APPROVED

Passed this 20th day of June, 2024

Jen Clancy, Town Clerk

DRAFT

MINUTES
BUDGET COMMITTEE MEETING
November 7, 2024, 3:00 PM

Alta Community Center, 10351 E. Highway 210, Alta, Utah

COMMITTEE MEMBERS PRESENT: Roger Bourke
Chris Cawley
Jen Clancy
Craig Heimark
Dan Schilling

ALSO PRESENT: Mike Morey, Town Marshal
Molly Austin, Assistant Town Administrator
Brooke Boone, Deputy Town Clerk
Mike Roach, Deputy Marshal

1. CALL THE MEETING TO ORDER

Jen Clancy called the November 7, 2024 Budget Committee Meeting to order.

2. REVIEW OF THE DRAFT FY 2025 BUDGETS

The Budget Committee convened to review proposed amendments in preparation for the December town council budget amendment. The primary focus was on the Alta Marshals Office, with discussions centered on enrolling post-certified officers in the Utah Retirement Systems (URS) Public Safety Retirement System and the potential hiring of a fifth police officer.

Cawley outlined the committee's role in reviewing budget proposals before they are presented to the town council for final approval. Cawley noted that recent budget amendments had focused on stabilizing and sustaining the Alta Marshals Office. Key efforts included a wage study to ensure competitive pay, adjustments to overtime policies to comply with regulations, and analysis of the financial implications of enrolling officers in the URS Public Safety Retirement System.

Clancy presented financial comparisons between the current public employee retirement system and two public safety retirement fund options (Fund 43 and Fund 75). Committee members discussed the cost differences and benefits, including improved retirement terms for employees. Morey and Clancy recommended enrolling in Fund 75, citing its higher cost-of-living adjustment potential as beneficial for employees. The committee agreed to recommend Fund 75 to the town council.

The discussion then shifted to the proposal to hire a fifth police officer. Cawley and Morey detailed the need for increased staffing to reduce overtime burdens and enhance investigative capabilities. Morey emphasized the challenges of recruitment and retention, particularly given competition with agencies that offer stronger retirement benefits. The committee discussed the financial impact, with onboarding costs estimated at approximately \$60,000 and annual costs ranging from \$136,000 to \$140,000. The addition of a fifth officer was framed as a necessity due to increasing public safety demands.

Schilling and Heimark stressed that hiring a fifth officer aligned with council priorities set during the January 2024 retreat. They recommended presenting a clear staff recommendation to the town council, highlighting the urgency of action. The committee agreed to formally recommend both the URS enrollment and the hiring of a fifth officer.

Additional budgetary discussions included adjustments for building inspection fees and plan check expenses. Clancy noted that past budgeting had not fully accounted for external review costs, prompting an increase in the budgeted amount.

The meeting concluded with a discussion on funding the proposed changes. Clancy indicated that the town could address budget shortfalls by adjusting capital fund transfers or increasing revenue projections. Committee members acknowledged the need for further revenue discussions at the upcoming council retreat but agreed that the budget amendments could be supported with current resources.

3. **MISCELLANEOUS**

Clancy noted she had gotten behind in drafting minutes and so there would be multiple sets of minutes to adopt at the next meeting.

4. **MOTION TO ADJOURN**

MOTION: Dan Schilling motioned to adjourn, and Chris Cawley seconded.

VOTE: All in favor. The meeting was adjourned unanimously.

RESULT: APPROVED

Passed this Xth day of X, 2025

Jen Clancy, Town Clerk